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| --- | --- |
| **Claycots School****Application Form** | Logo  Description automatically generated with medium confidence |
| **Filling in this form:** … indicates that text is to be entered. |
| **Post Title:** | ... |
| **Closing Date:** | ... |
| Please complete this form electronically (not handwritten) and return by EMAIL to e.bullen@claycots.com N.B. Application forms which are incomplete and/or are not received by the closing date will not be considered. Curriculum Vitaes (CVs) will not be accepted. |
| **PERSONAL DETAILS** |
| **Surname** | … |
| **Other Names** | ... |
| **Previous Surname(s)** | ... |
| **Preferred Title (e.g. Mr, Miss, Mrs, Ms)** | ... |
| **Home Address (with postcode)** | ... |
| **Home Telephone** | ... |
| **Mobile Telephone** | ... |
| **Work Telephone (if it is convenient for contacting you)** | ... |
| **Email Address** | ... |
| **If you have provided an email address, this will be the method by which you will be contacted. However, if you DO NOT wish to be contacted by email, please tick the box** | [ ]  I DO NOT wish to be contacted by email |
| **National Insurance Number** | ... |
| **Do you hold Qualified Teacher Status? (Teaching posts only)** | [ ]  Yes[ ]  No |
| **If yes, please give the Teacher Reference Number (TRN):** | ... |
| **If no, are you registered with National College for Teaching and Leadership as an Instructor? (Please provide your TRN in the box above)** | [ ]  Yes[ ]  No |
| **Are you entitled to work in the UK (you will be asked to provide evidence)** | [ ]  Yes[ ]  No |
| **Do you need a certificate of sponsorship?** | [ ]  Yes[ ]  No |
| **Do you hold a full valid driving licence?** | [ ]  Yes[ ]  No |
| **Do you have daily use of a car?** | [ ]  Yes[ ]  No |
| **Have you previously sought employment with Claycots School?** | [ ]  Yes[ ]  No |
| **If YES, please give details** | ...  |
| **PRESENT EMPLOYMENT(if currently unemployed please give details of most recent employer)** |
| **Name of employer** | ... |
| **Address of employer** | ... |
| **Telephone number of employer** | ... |
| **Date of commencement** | ... |
| **Job Title** | ... |
| **Date appointment ended (if applicable)** | ... |
| **Please give a brief descriptions of your duties** |
| ... |
| **Present basic salary** | ... |
| **Present scale point (if applicable)** | ... |
| **Additional payments of benefits** | ... |
| **Notice required** | ... |
| **Full or part time (FTE)** | ... |
| **Reason for leaving** | ... |
| **EMPLOYMENT HISTORYPlease list your work experience since leaving full time education. Start with the most recent employer first. Please use a separate sheet if necessary. All gaps in employment must be accounted for, please see below.** |
| **Dates** | **Employer’s name, address and nature of business** | **Position, brief description of job and salary** | **Reason for leaving** |
| **From (dd/mm/yy)** | **To (dd/mm/yy)** |
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| ... | ... | ... | ... | ... |
| ... **VOLUNTARY/UNPAID ACTIVITIES** |
| **Dates** | **Name of organisation** | **Position** | **Brief description of duties** |
| **From (dd/mm/yy)** | **To (dd/mm/yy)** |
| ... | ... | ... | ... | ... |
| ... | ... | ... | ... | ... |
| ... | ... | ... | ... | ... |
| ... | ... | ... | ... | ... |
| ... | ... | ... | ... | ... |
| **PERIODS WHEN NOT EMPLOYEDAll gaps/periods between jobs must be accounted for. Please provide details of and reasons for all periods of unemployment or the details of and reasons for any gap in employment.** |
| **Dates** | **Reason** |
| **From (dd/mm/yy)** | **To (dd/mm/yy)** |
| ... | ... | ... |
| ... | ... | ... |
| ... | ... | ... |
| ... | ... | ... |
| ... | ... | ... |
| **SECONDARY EDUCATION****You will be required to produce evidence to prove you have obtained all qualifications that you rely upon to support your application. We will require sight of all original certificates which will be copied at interview** |
| **Dates** | **Name and address of school** | **Examinations Passed** |
| **From (dd/mm/yy)** | **To (dd/mm/yy)** | **Awarding body** | **Qualification** | **Grade** |
| ... | ... | ... | ... | ... | ... |
| ... | ... | ... | ... | ... | ... |
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| ... | ... | ... | ... | ... | ... |
| **FURTHER EDUCATION****You will be required to produce evidence to prove you have obtained all qualifications that you rely upon to support your application. We will require sight of all original certificates which will be copied at interview** |
| **Dates** | **Name and address of college/university** | **Examinations Passed** |
| **From (dd/mm/yy)** | **To (dd/mm/yy)** | **Awarding body** | **Qualification** | **Grade** |
| ... | ... | ... | ... | ... | ... |
| ... | ... | ... | ... | ... | ... |
| ... | ... | ... | ... | ... | ... |
| **OTHER QUALIFICATIONS HELD (including vocational qualifications)** |
| **Dates** | **Qualification** | **Grade** |
| **From (dd/mm/yy)** | **To (dd/mm/yy)** |
| ... | ... | ... | ... |
| ... | ... | ... | ... |
| ... | ... | ... | ... |
| ... | ... | ... | ... |
| ... | ... | ... | ... |
| **Are you a member of any professional body/professional association/professional institute?** | [ ]  Yes[ ]  No |
| **If YES, please specify** | ... |
| **SUPPLEMENTARY QUESTIONS** |
| The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website. |
| **Do you have any convictions or cautions (excluding youth cautions, reprimands, or warnings) that are not ‘protected’ as defined by the Ministry of Justice?** | [ ]  Yes[ ]  No |
| **If YES, please give details including the date on which any sanction/warning expires.** | ... |
| **Have you ever had any sanctions and/or warnings imposed by the Department for Education?** | [ ]  Yes[ ]  No |
| **If YES, please give details including the date on which any sanction/warning expires** | ... |
| **Have you lived or worked outside of the UK in the last 5 years?****(If you answered yes, the school may be required to carry out additional pre-employment checks to comply with safer recruitment requirements)** | [ ]  Yes[ ]  No |
| **(For Teaching Posts only) Please give details of special areas of teaching interest** | ... |
| **Do you have a personal relationship with any employees of the school or a member of the Governing Body of Claycots School?** | [ ]  Yes[ ]  No |
| **If YES, please give details** | ... |
| **What are your interests?** | ... |
| **Where did you see this post advertised?** | ... |
| **Do you have a disability?** | [ ]  Yes[ ]  No |
| **If YES, please state what type of adjustments to arrangements that would assist you in overcoming any disadvantage your disability might otherwise cause you during the recruitment and selection process (to include the arrangements for interviews) and/or at work.** | ... |
| **REFERENCES** |
| Please give the names and addresses of two referees, whom we may ask about your suitability for the post. **Referees must not be a friend or relative**. Your first referee **MUST** be your present or last employer (Head Teacher/Line Manager/Tutor). If you are a school/college leaver, please give the name and address of the Head Teacher/Tutor from your last school and also the manager of your most recent work experience placement – if applicable. (Internal candidates: Please note your line managers must be one of the referees). **Please do not include 2 referees from the same employer.**If your work does not currently involve working with children however you have worked with children in the past, please provide details of a suitable referee from the organisation where you most recently worked with children. Please note that as part of our commitment to safeguarding the welfare of children and young people we may need to approach your current and any previous employer and it is our policy to obtain all references prior to interview. |
| **Reference 1 (from present or most recent employer)** | **Reference 2 (second most recent employment)** |
| **Name of referee** | **Name of referee** |
| ... | ... |
| **Job Title** | **Job Title** |
| ... | ... |
| **Name and address of organisation (including postcode)** | **Name and address of organisation (including postcode)** |
| ... | ... |
| **Email address** | **Email address** |
| ... | ... |
| **Telephone number** | **Telephone number** |
| ... | ... |
| **Relationship to you** | **Relationship to you** |
| ... | ... |
| **Do you give your consent for the school to obtain this referee prior to interview?** | **Do you give your consent for the school to obtain this referee prior to interview?** |
| [ ]  (Tick box to indicate yes) | [ ]  (Tick box to indicate yes) |
| **DECLARATION** |
| I declare that the information set out in this application form is true, accurate and complete. I understand that if my application is incomplete this form may be returned to me for completion before it can be considered, or it could lead to my application being rejected. I also understand that if I have omitted facts that may have a bearing on my application or if there are any anomalies on this form these will be explored by the School. Any false statement will result in rejection as a candidate and/or summary dismissal if appointed, and if appropriate, possible referral to the police. In accordance with the Data Protection Act I expressly agree that the School may use and process the information on this form as necessary, and for any legitimate purposes of the School. For the following statements please tick the appropriate box |
| I have not been placed on either the Children’s List or the Adult’s List. I have not been disqualified from working with children, or subject to sanctions imposed by any regulatory body, e.g. the DfE and / or National College for Teaching and Leadership. I have no convictions, cautions, warnings, prosecutions or bindovers, present or pending. **Please note you must tick one of the two boxes below.** |
| [ ]  (Tick box to indicate the **statement above is accurate**) | [ ]  (Tick box to indicate **you have a conviction, caution, warning, prosecution or bindover to declare – please answer question below**) |
| I have attached details of my record referred to above in a sealed envelope marked confidential. These details will not be considered unless you are shortlisted for the role. They will only be taken into account if we consider they are relevant to the role you have applied for, in which case we will ask you relevant questions at interview.  |
| [ ]  (Tick box to indicate **yes if applicable**) |
| I understand that if I am successful, my employment will be subject to Enhanced Disclosure Barring Service clearance that is deemed to be satisfactory to the School. I agree to Claycots School carrying out pre-employment screening relevant to my application. I accept that if my application contains my electronic signature, I have therefore signed the declaration as detailed above and the School will consider my application form to have been signed by me as though I had provided my handwritten signature. **Please note you must tick the**  |
| [ ]  (Tick box to indicate **that you agree with the above statement**) |
| **Signed** | ... |
| **Date** | ... |
| **PERSONAL STATEMENT** |
| Please give your reasons for applying for this position. In particular please explain, providing clear examples of how you meet the person specification, outline the knowledge, skills, experience and personal qualities that are relevant to your suitability for the advertised post, as you will be shortlisted against these criteria. You may draw on experiences you have gained outside of employment. Please ensure your Personal Statement does not exceed 2 pages of A4 and must be typed in font size 11 only. |
| This section **must** be completed in full in order to be considered for the position… |